Tips For Preparing Your "RIF" Resume

Tips for a masterpiece…

- Plan your Resume.
- Create one “master” resume that reflects your total work history/training.
- Assume your resume is the only tool to "market” yourself.
- Cut & paste from resume on file (don’t reinvent the wheel)

Resume Content

- Name, SSN
- Address
- Phone Number
- E-mail Address
- Experience
- Education
- Training/License/Certificates
- Other Information, e.g., language proficiency, typing speed, computer skills, etc.

Descriptive Words and Phrases

- Be specific.
- Do not include jargons and acronyms specific to your job.
- Use descriptive words and phrases to illustrate your knowledge, skills, and abilities.

Description of Duties

- All major tasks and accomplishments
- Office automation/computer software programs or hardware used
- Regulations, directives, technical orders, instructions, etc. that you have used and applied
- Specialized equipment used
- Special programs managed

Description of Duties (cont'd)

- Use concrete words rather than vague descriptions ("I have developed charts and graphs using Microsoft Excel" rather than "knowledge of Microsoft Excel").
- Write in simple sentences.
- Do not depend on the use of shop number or position title to explain your experience.

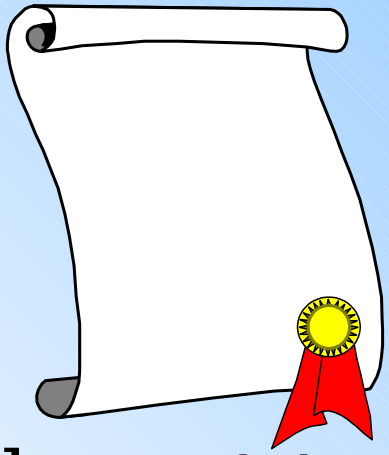
Ex: Instrument Mechanic

Repair and test electrical rotating equipment and associated controls. Manufacture, repair fabricate, or alter switchboards, controllers, regulators, circuit breakers, panels.

Possess and use knowledge of electrical theory and specific trade practices. Obtain necessary equipment, blue prints, and engineering instructions to perform jobs.

Act as lead mechanic on jobs and provide direction to apprentices, workers, and

Formal Education



- High school
- College or University

Training

- Completed courses that are relevant to your career goals
- Do not include courses more than once

Certificates and Licenses

- Certificates
- Licenses

Questions?